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TO : Chief of Logistics

FEB 3 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operations (continued item) -- Plant operations are normal except for bindery operations. We succeeded in finishing only about one fifth of the large OCD job on overtime last Saturday. Overtime will be scheduled on this job again this coming Saturday.

2. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- This project is now at a standstill. We understand that the GSA estimate for additional acoustic tile and plumbing is in the hands of the Chief, RE&C. Apparently there is some question of justification for this additional expenditure. We also understand that [REDACTED] is writing another letter of justification for expenditure of funds to remodel the transformer room.

25X1A The installation of plate glass was completed by the [REDACTED] on 27 January 1955.

b. Securing of the Large Press Room (continued item) -- Installation of the ADT system is underway. Completion of the project is anticipated early next week.

c. Painting of Cafeteria (continued item) -- Although scheduled to start this week, GSA has not as yet begun the painting of the cafeteria.

d. New Badge for Visitors (new) -- The Printing & Reproduction Division is developing a new system of identifying visitors to the plant at [REDACTED]. It comprises the making

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of a new badge and the mandatory stipulation that all visitors wear these badges in plain sight at all times while they are in the building. This project is being correlated with SO through the Chief, Security Staff, LO.

3. OTHER ITEMS OF INTEREST

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b. Rush Work (continued item) -- It appears that publication of ORR reports have reached a routine production schedule rather than the accelerated pace. There are now about 9 ORR reports in the plant and 1 has been delivered. Without special emphasis we are now able to produce these reports about as fast as they are received.

c. Dissemination of Agency Regulatory Issuances (continued item) -- No change in overall problem. However as indicated in our recent memo to Management Staff, we are making preparations to assume this activity on an overtime basis when the Records Center moves in the next few weeks.

d. AFOIN Maps for OCI (continued item) -- The unit of 22 maps and 98 overlays on this project is now in the press room. The final unit of this project consisting of 28 maps and 108 overlays is in the layout section. This final unit will not go to press for approximately a week and a half.

e. Current Index of Agency Regulations (new) -- P&RD representatives have met with officials of the Management Staff in discussing the feasibility and methods of procedure by which an index to all Agency Regulations could be established and kept current. The index would be printed periodically and distributed to holders of Agency Regulations. From the printing point of view the job could be produced either by offset or letterpress. If it is to be

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printed by offset the responsibility for maintaining the index current should be with the originating office; if it is to be printed letterpress P&RD will have to keep it current. This problem has not been resolved and further meetings will be held.

f. Management Films (new and complete) -- P&RD is cognizant of the constant need to keep abreast of new management and administration techniques and procedures. With this in mind a series of films have been obtained for showing to all supervisors in P&RD. It is hoped that our supervisors will be able to improve their supervision, and thereby our operations, as a result of having seen these films.

g. Indoctrination of DD/P Personnel (new and complete) -- A group of seven key DD/P personnel who are closely allied with the [REDACTED] of DD/P were shown the printing establishment [REDACTED]. It is believed that improved operations will result where personnel with a common goal can be made aware of each others problems and capabilities.

4. SPECIAL PROBLEMS

a. None.

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